



**Shelby County**

Tennessee

Mark H. Luttrell, Jr., Mayor

# **Request for Qualifications Shelby County Government Purchasing Department**

160 N. Main, Suite 900  
Memphis, TN 38103

*Issued: November 20, 2015*

**Due: January 07, 2016 no later than 2:00 P.M. (Central Standard Time)**

**RFQ #16-011-28**

## **CONGESTION MITIGATION AIR QUALITY (CMAQ) PROGRAM SHELBY COUNTY ENGINEERING DEPARTMENT**

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an engineering consulting firm to provide professional services related to the Congestion Mitigation Air Quality (CMAQ) Program under the Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State procedures and regulations. The engineering consulting firm must be on TDOT's pre-approved list.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, and additional information can be found at the following internet address:  
<http://www.tdot.state.tn.us/consultantinfo.htm>. Any firms without internet access can contact Ms. Tosha Davenport at 901-222-2250 and she will provide this information to you.

Shelby County Government (the “County”), is soliciting services of a qualified engineering consulting firm to provide professional services related to the Congestion Mitigation Air Quality (CMAQ) Program under the Tennessee Department of Transportation (TDOT).

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County will select and negotiate a contract with the consultant most qualified for the project.

## **I. INTRODUCTION**

### **General Information:**

Shelby County, TN is designated as a maintenance area for carbon monoxide and ozone. In 2001, the County entered into a contract with TDOT to begin implementing intersection improvement projects that qualify for funding under the Congestion Mitigation Air Quality (CMAQ) program. CMAQ is a federally funded program to improve air quality by employing measures that reduce traffic congestion. These improvements to increase transportation efficiency result in a lowering of vehicle emissions, thereby improving the air that we breathe. Examples of intersection improvements eligible for funding under this program include operational upgrades for signalized and unsignalized intersections, signal system coordination, addition of left and right turn lanes and installation of traffic signal actuation and emergency vehicle preemption devices. This project is a County-wide initiative encompassing unincorporated Shelby County, City of Memphis, City of Germantown, Town of Collierville, City of Lakeland, City of Bartlett, Town of Arlington, and City of Millington.

### **Project Scope:**

The general scope of work shall include the following:

1. Perform traffic analyses of selected intersections to determine that proper warrants are met and that emission reductions resulting from proposed intersection improvements meet or exceed funding eligibility requirements.
2. Assist Shelby County with program management which may include agency coordination; utility coordination; railroad coordination; right-of-way acquisition assistance; accounts payables and receivables; and overall grant monitoring.
3. Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA). The construction limits for the various intersection improvement projects are expected to be primarily in the existing rights-of-way (ROW) and not impacting adjacent properties or wetlands and streams; therefore all projects are anticipated to be eligible for Categorical Exclusions (CE) or Programmatic Categorical Exclusions (PCE).

4. Prepare engineering design plans and if necessary, right-of-way plats in conformance with TDOT and local guidelines and specifications.
5. Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of environmental permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).
6. General traffic projects include signal retiming; signal coordination; traffic actuation via video detection; emergency vehicle preemption; new signal installations; and upgrades required to meet the public right-of-way access guidelines (PROWAG) for compliance with the Americans with Disabilities Act (ADA).
7. Perform construction engineering inspection (CEI) services for the various intersection improvement projects.

### **Proposals:**

Interested consultants should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Summary of suggested approach to meet the County objectives for the project.
- Past experience specific to traffic engineering intersection design and project management of TDOT funded projects.
- Past experience specific to performing CE&I services for TDOT funded projects.
- Overview of consulting team including clear statements of expertise in traffic engineering of this nature.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound engineering practices.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 20%**) and approach for meeting the participation requirements.
- All consultants must possess a professional license to practice engineering in the State of Tennessee.
- The consultant firms must be on TDOT's pre-approved list.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

### **Submittal Format / Evaluation Criteria**

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements

- Cover letter
  - Firm name, address, and telephone number
  - Point of contact: name and telephone number
  - Written statement of compliance with Title VI
  - Proof of Engineering Licensure
2. Capacity to perform required services
    - Areas of expertise addressed by the team members presented in submittal
  3. Qualifications
    - Company overview for all consulting firms participating as team members
    - Resumes for proposal project manager and staff from each participating firm
  4. Experience

Provide case study information documenting relevant experience related to signalized intersection improvements as described in the scope above within the past five years (minimum of two projects in the public sector). Case studies shall list the following as a minimum:

    - Client and client's point of contact information
    - Firm's role in project
    - Construction costs
    - Project staff and their role
  5. Methodology

Summary of suggested approach and methodology shall include:

    - Clearly defined scope of work
    - Proposed distribution of tasks among team members
    - Proposed evaluation methods, calculations, software modeling, etc. to accomplish scope.
    - Organizational chart, including all team members
  6. Schedule
    - Provide estimated project timeline including major tasks and/or milestones
  7. Level of certified Locally Owned Small Business (LOSB) participation
    - LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section.

Respondents requesting additional information or clarification are to contact Ms. Tosha Davenport in writing at [tosha.davenport@shelbycountyttn.gov](mailto:tosha.davenport@shelbycountyttn.gov) or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be 12:00 p.m., Wednesday, December 17, 2015 (CST).***

**All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) within forty eight (48) hours of the above cut-off date.**

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original, six copies, and a digital CD of a letter of interest and statement of qualifications to Ms. Tosha Davenport, Purchasing Specialist, Vasco A. Smith Administration Building, Purchasing Department, Room 900, 160 North Main Street, 38103.

**All qualifications must be received by Ms. Tosha Davenport's office on or before 4:00 PM (Central Time) Thursday, January 7, 2016.**

A Consultant Review Committee (CRC) that will identify the most qualified proposers will review submittals. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

***Please Note: As a part of doing business with Shelby County, each individual, company, or organization is required to obtain an "Equal Opportunity Compliance" certification number prior to submitting your response.***

***You can access the online applications to receive the numbers indicated above at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). To obtain a vendor number and an EOC number, please follow the instructions below:***

## II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice engineering and/or architecture in the State of Tennessee.
- Have at least 10 years of experience and staff expertise in design and construction administration of Public facilities with emphasis on design of equestrian and multiuse event spaces and energy efficiency.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is **20%** participation.
- Adhere to all insurance requirements and provide documentation if a contract is awarded.

*Please Note: As a part of doing business with Shelby County, each individual, company, or organization is required to obtain an “Equal Opportunity Compliance” certification number prior to submitting your response.*

*You can access the online applications to receive the numbers indicated above at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). To obtain a vendor number and an EOC number, please follow the instructions below:*

### **Vendor Number (Purchasing Department)**

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

### **Equal Opportunity Compliance (EOC) Number (EOC Administration Office)**

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

**Note: Because of the length of time it takes to apply and receive an EOC number, vendors who apply prior to the RFQ due date, bid will be accepted pending EOC approval of their application.**

*If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.*

## **Non-Discrimination and Title VI**

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

## **Disclosure of Proposal Contents**

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County.

## **III. PROJECT DESCRIPTION**

The Showplace Arena has been in operation for over 30 years and needs to be refurbished to maximize its efficiency and to be more competitive in the market served. The Showplace Arena is a multi-purpose agricultural arena constructed in 1985 for equestrian events, livestock shows, rodeo, circuses, concerts and more. The facility has a main indoor arena with 4,000 seats, covered multi-purpose arena, an outdoor arena, and indoor warm-up barns and a complex of six barns.

A master plan was completed in April, 2015 by Populous, Inc. (Populous) which recommended multiple enhancements to the facility to increase future revenue opportunities. A three phase approach was recommended by Populous for the implementation of the facility enhancements.

The scope of this project includes, but is not limited to: design and construction administration of the renovation of the Main Indoor Arena (Phase 2). The project will include new restrooms and concession area, seating improvements, a Hospitality room, space for building operations, and connector to The Butcher Shop Restaurant and Banquet facilities. The project will also include an additive alternate for a new HVAC system for the arena.

#### **IV. SCOPE OF SERVICES**

Required services include, but are not limited to:

1. Develop the Preliminary Design and Cost Estimate, including a phased implementation schedule;
2. Upon approval of the Preliminary Design and Cost Estimate by the County, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings;
3. Submit design documents to appropriate governmental agencies for permit/approval prior to bidding;
4. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
5. Provide Construction Administration for the project, hold construction meetings, prepare meeting minutes, progress reports, and monitor construction progress relative to scheduling;
6. Provide all correspondence and serve as liaison between County and Contractor;
7. Provide regular site visits to monitor progress. Perform field observation and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
8. Respond to Contractor Requests for Information, and/or review Contractor Change Order Requests;
9. Review and certify Contractor's pay applications;
10. Perform shop drawings/submittal review, field clarifications and as-built/record drawing review;
11. Provide close-out phase services, including, but not limited to, submission of drawings, as-built drawings, and other project-related documents.

#### **V. SUBMITTAL FORMAT/ EVALUATION CRITERIA**

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
  - Cover letter
  - Firm name, address, and telephone number
  - Point of contact: name and telephone number
  - Written statement of compliance with Title VI
  - Proof of Licensure
2. Capacity to perform required services
  - Areas of expertise addressed by the team members presented in submittal



3. Qualifications

- Company overview for all consulting firms participating as team members
- Resumes for proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from a minimum of three public and three private sector projects within the past five years. Case studies shall list the following as a minimum:

- Client and client's point of contact information
- Firm's role in project
- Design fee, construction cost and change order amounts
- Project staff and their role

5. Methodology

Summary of suggested approach and methodology shall include:

- Clearly defined scope of work
- Proposed distribution of tasks among team members
- Organizational chart, including all team members

6. Project Schedule

- Provide project timeline including major tasks and/or milestones

7. Level of certified Locally Owned Small Business (LOSB) participation

- LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

## **VI. INSURANCE REQUIREMENTS**

The Provider will provide evidence of the following insurance coverage with limits no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:

- a. Premises/Operations
  - b. Products/Completed Operations
  - c. Contractual
  - d. Independent Contractors
  - e. Broad Form Property Damage
  - f. Personal Injury and Advertising Liability
2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Coverage is to be provided on all:
  - a) Owned/Leased Autos
  - b) Non-owned Autos
  - c) Hired Autos
3. *Workers Compensation and Employers' Liability Insurance* - As required by Tennessee State Statute. Employers Liability limit is \$1,000,000 per accident. Contractor/provider waives its right of subrogation against Shelby County for any and all workers' compensation claims.
4. *Professional Liability Insurance* – Errors and Omissions Coverage in limits of no less than \$1,000,000 per claim/\$3,000,000 annual aggregate.

All policies will provide for sixty (60) days written notice to Shelby County of cancellation of coverage provided. Ten (10) days notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Provider/Provider will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

If the Contractor maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County as additional insureds.

Upon termination or cancellation of any claims-made insurance currently in effect under this Contract, the Provider shall purchase an extended reporting endorsement or replace coverage with the same retroactive date and furnish evidence of same to the County.

All insurance policies maintained by the Provider/Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

## **VIII. Disclosure of Proposal Contents**

**All correspondence, proposals and questions concerning the RFQ are to be submitted to:**

**Tosha Davenport, Purchasing Specialist  
Shelby County Government  
160 N. Main St. Suite 900  
Memphis, TN 38103  
(901) 222-2250**

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Consultant understands and acknowledges that the SCDOC is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County.